



**SUPERVISING PSYCHIATRIC SOCIAL WORKER I,
CORRECTIONAL FACILITY**
Final Filing Date: Continuous

OPEN

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENTAL OPEN FOR:

DEPARTMENT OF CORRECTIONS AND REHABILITATION

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below and who have not previously tested with the Department of Corrections and Rehabilitation (CDCR) during this testing period. CDCR testing periods for this examination are: **January - June** and **July - December**. Applications will not be accepted on a promotional basis.

HOW TO APPLY Submit an Examination Application (Std. Form 678), and a Supplemental Application to the address listed below:

By mail with:
Department of Corrections and Rehabilitation
Selection Services Section
P.O. Box 942883
Sacramento, CA 94283-0001
(916) 322-2545

or

In person with:
Department of Corrections and Rehabilitation
Selection Services Section
1515 "S" Street, Room 522-N
Sacramento, CA 95814
(916) 322-2545

If you are personally delivering your application(s), you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, to the same street address as listed above for the Selection Services Section.

The Supplemental Applications for Supervising Psychiatric Social Worker I, CF can be downloaded from State Personnel Board's website at www.spb.ca.gov or CDCR's website at www.cdcr.ca.gov, or copies may be obtained by calling (916) 322-2545, or going to the address listed above.

NOTE: Only applications with an original signature will be accepted.

APPLICATION DEADLINE/ REQUIREMENTS Applications will be accepted on a continuous basis. All applicants must meet the education and/or experience requirements for this examination at the time they file their application.

SALARY RANGE(S) As of January 1, 2007
Salary for Adult Institutions, Division of Juvenile Justice and Division of Correctional Health Services Only
\$6,577.00 - \$7,485

As of January 1, 2007
Salary for Division of Adult Parole Operations
\$3,881.00 - \$4,718.00

It is anticipated that positions utilized by the Division of Adult Parole Operations will also receive a pay increase in the near future.

BENEFITS

- Deferred Compensation Plans (Savings pool, 401k and 457 plan)
- \$100 monthly Bilingual Differential Pay
- 75% Reimbursement of Van Pool, \$65 maximum per month (\$100 primary driver)
- 75% Reimbursement of Public Transit Passes, \$65 maximum per month
- Flexible work hours (Management discretion)
- Pre-tax parking (Where applicable)
- Fourteen (14) paid holidays
- Generous paid vacation/sick leave or annual leave
- Jury duty/military/bereavement leave
- Health, Dental, Vision Care Plans (Rural Health Care Equity Program for areas without HMOs)
- Pre-retirement death benefit
- Dependent Care Program
- Long Term Care Insurance (CalPERS)
- Home Loan Program (CalPERS)
- Legal Services
- Employee Assistance Program
- Work and Family Advisory Committee
- Professional education and training (five days per fiscal year)
- License or certificate renewal fee reimbursement (Actual Cost)
- Continuing Education Leave (18 hours per fiscal year)

MINIMUM QUALIFICATIONS **LICENSE:** Possession of a valid license as a Licensed Clinical Social Worker issued by the California Board of Behavioral Science Examiners. (Applicants who are in the process of securing their license from the California Board of Behavioral Science Examiners will be admitted to the examination, but must secure a valid license before they will be considered eligible for appointment.)

MINIMUM QUALIFICATIONS Continued	<p>(Unlicensed individuals who are recruited from outside the State of California and who qualify for licensure may take the examination and may be appointed for a maximum of one year at which time licensure shall have been obtained or the employment shall be terminated. Additionally, they must take the licensure examination at the earliest possible date after the date of employment.)</p> <p><u>and</u></p> <p>EDUCATION: Completion of a master's degree program from an accredited school of social work, approved by the Council on Social Work Education or equivalent degree approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94310.</p> <p><u>and</u></p> <p>Two years of post-licensed or post-certified experience as a clinical social worker meeting the supervisor requirements of Section 4980.40 (f) (3) of the Business and Professions Code.</p> <p><u>and</u></p> <p><u>Either I</u></p> <p>Two years of experience performing the duties of a Clinical Social Worker (Safety) in the California state service.</p> <p><u>Or II</u></p> <p>Four years of experience in psychiatric social work, at least one year of which must have been as a social work supervisor and at least two years of which must have been in a child guidance or psychiatric clinic, in a psychiatric outpatient program, in a psychiatric hospital, or in a psychiatric department of a hospital.</p> <p>Applicants possessing the required license at the time of application must show number, title, and expiration date on their examination application.</p>
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EXAMINATION PLAN	<p>This examination will consist of a Training and Experience Evaluation (supplemental application) weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70% on the supplemental application. See section titled "How to Apply" for information on where to obtain a copy of the supplemental application and other needed materials.</p> <p>Candidates who meet the "Minimum Qualifications" will have their supplemental application graded. If they pass the examination, they will be placed on an eligible list. RETURN OF THE SUPPLEMENTAL APPLICATION IS MANDATORY. Candidates who do not return the completed supplemental application will be eliminated from this examination.</p> <p>Training and Experience Evaluation (Supplemental Application) -- Weighted 100.00%</p> <p>Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:</p> <p>Knowledge of:</p> <ol style="list-style-type: none">1. Principles, procedures, techniques, trends and literature of social work with particular reference to psychiatric social work2. Community organization principles3. Applying the principles of mental health education4. Characteristics and social aspects of mental and emotional disturbances and physically disabled5. Scope and activities of public and private health and welfare agencies6. Current trends in mental health, public health and public welfare and Federal and State programs in these fields7. Principles and practices of administrative and clinical supervision, evaluation subordinates work, and giving in-service training8. The Department's Equal Employment Opportunity (EEO) objectives9. A supervisor's role in the EEO program and the processes available to meet EEO objectives <p>Ability to:</p> <ol style="list-style-type: none">1. Supervise licensed staff providing psychiatric social work services, including group and individual psychotherapy, case management, and discharge planning2. Apply the principles of mental and physical health education3. Supervise others, evaluate their work, and give in-services training4. Establish and maintain effective working relationships with those contacted in the work5. Secure accurate social data, record such data systematically, write clear, accurate and concise reports, and interpret statistical data6. Give field work training to psychiatric social work interns7. Analyze situations accurately and adopt an effective course of action8. Communicate effectively9. Effectively contribute to the Department's EEO objectives
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ELIGIBLE LIST INFORMATION	<p>The resulting eligible list will be established to fill vacancies for the Department of Corrections and Rehabilitation. Names of successful candidates are merged into the list in order of final scores, regardless of date. Eligibility expires 12 months after establishment, unless the needs of the service and conditions of the list warrant a change in this period.</p>
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POSITION DESCRIPTION AND LOCATION(S)	<p>The Supervising Psychiatric Social Worker I, CF works under general direction in a State correctional facility or outpatient clinics in the Department of Corrections and Rehabilitation, providing supervision of Clinical Social Workers (formally Psychiatric Social Worker) working with and on behalf of mentally, physically and/or developmentally disabled persons and their relatives. Where there is no higher level psychiatric social work supervisor, incumbents plan, organize and direct the psychiatric social work program. In addition, incumbents may be responsible for maintaining order and supervising the conduct of inmates and/or youthful offenders, protecting and maintaining the safety of persons and property, and do other related work.</p> <p>Positions are located statewide in correctional facilities and outpatient clinics in the Department of Corrections and Rehabilitation.</p>
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SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box on the “Examination Application.” You will be contacted to make specific arrangements.
VETERANS POINTS/ CAREER CREDITS	Veteran’s Preference Points will not be granted in this examination since it does not qualify as an entrance examination under the law. Career credits will not be granted in this examination.

GENERAL INFORMATION

Applications are available at Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS